0763188936

teaciamohlala5@gmail.com

14 Indlazi Street Kwa-Thema
springs 1575

Teacia Mohlala

Dynamic professional combining a qualification in Tourism with a solid foundation in Business Administration. My background allows me to manage the complexities of the travel industry—from logistics and customer relations to the 'behind-the-scenes' financial and operational tasks. Additionally, my Higher Certificate in Law provides me with the necessary insight to navigate contracts and industry regulations, ensuring a high standard of service and professional integrity.

Skills / Strengths

- MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Administrative skills (filing, data entry, scheduling)
- Communication skills (written and verbal)
- Organizational skills (time management, prioritization)
- Customer service skills
- Highlight any law-related skills if relevant to admin or the role
- Emphasize business administration skills (office procedures, management)
- Tourism skills

Experience

2024-12-01 –2025-12-01

Admin Asssitant
BOSTON CITY (PTY)LTD

- Managed office administration tasks, including filing, data entry, and scheduling
  - Coordinated events and meetings, ensuring seamless execution
  - Provided excellent customer service, responding to inquiries and resolving issues

- Utilized MS Office Suite to create documents, spreadsheets, and presentations

- Facilitation Experience

- Facilitated workshops, training sessions, and meetings, promoting engagement and participation
- Developed and delivered presentations, adapting to diverse audience needs
- Encouraged collaboration and teamwork, fostering a positive and inclusive environment
- Managed group dynamics, resolving conflicts and ensuring productive outcomes

2022-06-01 –2022-12-01

Learnership Program
Boston City Campus
Business Administration Services

Education

2019

Shobiyana Secondary school
National Senior Certificate
Diploma

2022

Siyafunda CTC
Computer NQF LEVEL: 3

2023

Unisa
Higher Certificate In Law

2023

Boston City Campus
Business Administration Services
NQF2 SAQA:2

2024

Boston City Campus
Tourism BSLP

Training and Certifications

[01 December 2025]

YES4Youth Work Readiness Training
YES4Youth Digital Training
YES4Youth Entrepreneurship Training

[01 March 2022]

Life Skills Training

References

Name	Company	Contact Details
Abram Sebetseba	BOSTON CITY (PTY)LTD	abrams@boston.co.za
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Sindiswa Dhladhla	**Althea Foundation Facilitate**	**081 5162876** **Sindiswa@altheafoundation.org.za**